

Receiver

Are you looking for an opportunity to take ownership of your work? Do you enjoy putting things in order and making sure everything has a place? Zaber Technologies (www.zaber.com) is looking for a Receiver to process incoming shipments, ranging from heavy metal parts or pallets to bags of small high value items, such as electronic components.

We're a steadily growing, employee-owned company that designs, manufactures, and sells precision motion control equipment. As a member of the Production Support team, you'll contribute to company growth by ensuring parts are received and inventory is kept in order. You will be in regular contact with a diverse range of colleagues – including members of the production, machine shop, accounting, R&D, and sales teams.

Responsibilities

- Unload trucks using safe lifting techniques, handcarts, and pump jacks
- Unpack, count, and repackage incoming parts
- Receive parts into our ERP system
- Shelf parts according to our inventory system

We expect that the above tasks will take most of your time, but in your spare time, you'll be helping the inventory team with the tasks like:

- Labeling inventory parts
- Cycle counting
- Maintaining Zaber's standards of organization

Generally, you will identify ways to improve our processes, gather input from your colleagues about your suggestions, and implement changes once everyone is on board.

Qualifications

We're looking for someone who:

- Notices details, particularly when counting and comparing lists
- Takes the time to make sure things are done correctly and works to complete tasks fully
- Enjoys working in a team environment by keeping colleagues in the loop, doing your part to keep the work space clean and organized, and looking for ways to help out
- Takes steps to learn new things and understand the how and why behind their work
- Is experienced and comfortable using MS Office programs or equivalent, including Excel or other spreadsheet programs
- Has a customer service mindset: your colleagues are your customers and you understand that they depend on your work
- Is able to lift 25 kg and is familiar with safe lifting techniques

Let us know and provide examples if you have experience in any of the following areas:

- Working with an enterprise resource planning (ERP) system
- Using pallet jacks, pallet stackers, or other types of lift trucks
- Doing inventory control or materials handling
- Making improvements to receiving and inventory systems
- Working in an electronics manufacturing/receiving environment

At Zaber, we strive to create an open, friendly, and high-achieving work environment. We hire people who ask why and go out of their way to broaden their knowledge base. This is an opportunity to exercise your talents and creativity by improving and maintaining our receiving and inventory processes.

Find out directly from our employees what it's like to work at Zaber by visiting our Glassdoor profile: <http://tinyurl.com/zaber-at-glassdoor>

How to Apply

1. This posting will remain open until filled. If you are viewing this posting on a website other than Zaber's, you may want to visit www.zaber.com/careers to confirm that it's still open.
2. Email a cover letter and resume to careers@zaber.com.
3. As the subject of your email, use "Application for Receiver position from [your name]".
4. In your email, indicate how you heard about this posting.
5. Attach a cover letter and resume. In your cover letter, include an example of an organizational system you created or improved (this can be either work or personal – anything from a work-flow process to your sock drawer).

We are interested in direct applications only. No recruiters please.